



UNIVERSITY OF
SOUTH CAROLINA

PURCHASING CARD PROGRAM

POLICIES AND PROCEDURES

USER MANUAL

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SECTION: PURCHASING CARD
SUBJECT: INTRODUCTION
PROCEDURE: ALL CAMPUSES

Welcome to the State of South Carolina/University of South Carolina Purchasing Card (P-Card) Program. As an agency of the State of South Carolina, the University of South Carolina is participating in the program designed to help you better manage low-dollar supply purchases and bring many benefits to you, the University, and vendors.

The success of the Purchasing Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this manual.

SECTION: PURCHASING CARD
SUBJECT: BENEFITS OF THE PURCHASING
PROCEDURE: ALL CAMPUSES

THE PURCHASING CARD:

1. The Purchasing Card is a Visa credit card issued by Bank of America. It is a fast, flexible purchasing tool which offers an alternative to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies, selected contractual services, memberships/fees and dues (with appropriate signature authority) with a total value of \$2,500 or less. The card is to be used only for official University of South Carolina purchases.
2. The Purchasing Card will enable cardholders to purchase non-restricted commodities in person, by telephone, fax or internet directly from vendors. Eliminates the need for issuing low dollar purchase orders, many blanket purchase orders and minimizes the use of Direct Expenditure Vouchers.
3. The Purchasing Card will be issued in the employee's name with the State of South Carolina emblem, the wording "For Official Use Only" and the "University of South Carolina" clearly indicated on the card.

BENEFITS OF THE PURCHASING CARD:

1. **Cardholders** - Able to obtain supplies directly from vendors without using a purchase order. This streamlines the purchasing process and can help improve turnaround time on receipt of your order. It significantly reduces the workload and processing costs related to the purchase and payment of supplies.
2. **University of South Carolina**- The Purchasing Card program provides a cost-efficient, alternative method for purchasing low-dollar supplies. Built-in card features make the program easy to control and manage and reduces processing costs at all levels by reducing the number of requisitions, purchase orders, invoices and checks. The Purchasing Card enables all departments to focus on higher yield value added activities.
3. **Vendors** - The Purchasing Card is welcomed by vendors who accept VISA. Once accepted for business purchases, vendors must send invoices, receipts, etc. directly to the departments of the University of South Carolina.

SECTION: PURCHASING CARD
SUBJECT: GENERAL POLICIES AND PROCEDURES
PROCEDURE: ALL CAMPUSES

GENERAL POLICIES AND PROCEDURES

1. Purchasing Cards will only be issued to individuals, in the individual's name, (there are no departmental cards).
2. Only one Purchasing Card may be issued to an individual.
3. Purchasing Cards will not be transferable between individuals.
4. The Cardholder must be an employee of the University of South Carolina.
5. Purchasing Cards will be available to employees on all campuses.
6. The Purchasing Card prohibits the use of purchasing food and other items for personal consumption.
7. A default account and object code will be assigned to each Purchasing Card.
8. Each department may have up to two department liaisons.
9. Cardholders will be linked to their department by their default account code.
10. Department Liaisons will be responsible for all Cardholders listed in their department.
11. Department Liaison may be a liaison for him/herself, but all card transactions must be approved by their supervisor
12. The Purchasing Card Administrator resides in the Purchasing Department.
13. The employee's Department Head must approve the request for a card, assign the default account and object code, assign department liaisons and submit this information to the Purchasing Card Administrator.
14. The employee's department head must provide notification to the Purchasing Card Administrator once a change in department liaisons occur.
15. The Department Head approval delegates transaction authority to the Cardholder.
16. Bank of America is paid once a month from a prepaid expense account.
17. Departments are responsible for assuring the accuracy of credit card charges.

SECTION: PURCHASING CARD
SUBJECT: PARTIES INVOLVED
PROCEDURE: ALL CAMPUSES

PARTIES INVOLVED

- **Agency** - the University of South Carolina arranges with the card issuer, Bank of America, for the issuance of purchasing cards to designated employees and agrees to accept liability for the employees' use of the cards.
- **Cardholder** - an employee of the University of South Carolina who is approved by his/her department head to use the Purchasing card to execute purchase transactions on behalf of their department.
- **Card Issuer** - Bank of America's services were contracted for/by the State of South Carolina, to issue Visa Purchasing Cards to University of South Carolina employees, to bill the University of South Carolina for all purchases made on the cards, and to collect payment from the University of South Carolina on behalf of the vendors.
- **Department Head** - University of South Carolina official must approve employee's request for a Procurement card, assign department liaisons, designate default account and object codes for purchases on the Purchasing Card, and submit applications to the Purchasing Card Administrator. Department Head approval delegates transaction authority to the Cardholder.
- **Department Liaison** - an employee in each department/college responsible for proper use of the Purchasing Card within their assigned department containers. Each cardholder will be assigned to department liaison(s) by means of their department container and the liaison will be responsible for reviewing transactions of individual cardholders to make sure the transactions are classified as an appropriate expense.
- **Purchasing Card Administrator** - the central coordinator located in the Purchasing department who coordinates the Purchasing Card Program and acts as an intermediary in correspondence with the card issuer.
- **Vendor** - the merchant from whom a cardholder is making a purchase.

SECTION: PURCHASING CARD
SUBJECT: CARDHOLDER RESPONSIBILITIES
PROCEDURE: ALL CAMPUSES

The Cardholder must only use the Purchasing Card for legitimate business purposes. The Purchasing Card may not be used for food, travel, registration fees, entertainment, cash (gift cards, incentives and postage are not allowed) and other categories as included in the Blocked Merchant Category Code list included in these policies and procedures. Misuse of the card will subject the Cardholder to disciplinary action in accordance with University of South Carolina Policies and Procedures relating to disciplinary action and termination for cause. The Cardholder must:

- **ENSURE THE PURCHASING CARD IS USED ONLY FOR LEGITIMATE BUSINESS PURPOSES.**
- **MAINTAIN THE PURCHASING CARD IN A SECURE LOCATION AT ALL TIMES.**
- **THE PURCHASING CARD IS NOT TRANSFERABLE.**
- Ensure that the Purchasing Card is only used by the approved cardholder. Use by anyone other than the cardholder is strictly prohibited.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed \$2,500.
- Obtain all sales slips, register receipts, and/or Purchasing Cards slips and provide to Department Liaison reconciliation, approval and allocation of transactions.
- Cardholder signature required on monthly statements.
- Notify Department Liaison if the default account and/or object code should be changed on a transaction.
- Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed items(s) or billing error appears on a subsequent Cardholder's Statement.
- Not accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify Department Liaison and/or Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during business hours.
- Return the Purchasing Card to Department Liaison upon terminating employment with the University of South Carolina.
- If changing departments within the University of South Carolina, please contact the Purchasing Card Administrator to coordinate the change and provide instructions for retaining purchasing card and approvals for new department.

SECTION: PURCHASING CARD
SUBJECT: LIAISON RESPONSIBILITIES
PROCEDURE: ALL CAMPUSES

LIAISON RESPONSIBILITIES

Each Department Head must designate a maximum of two Department Liaisons for each department. A Department Liaison may also be liaison for his/her own card. However, if the department liaison(s) is also a Purchasing Cardholder, it will be the responsibility of the liaison to have the monthly charges incurred on the liaison's purchasing card reviewed and signed on the billing statement by their immediate supervisor or department head. An approver within the Bank of America's Works software application is also required for the liaison. The department liaison must attend all required training sessions and will be notified of these by means of e-mail notification and broadcast messages on Works. Responsibilities include:

- Collecting vendor receipts and purchasing card receipts from Cardholders and reconciling to Bank of America billing statements.
- Retaining all charge slips and receipts for audit by internal and external auditors.
- Signing monthly statements.
- Approving and/or updating account and/or object codes and cost-sharing information on electronic billing distribution of individual Cardholder account within the specified deadline using WORKS web-based application.
- Identifying and updating transactions that require the submission of use tax and/or account changes within the specified deadline using WORKS web-based application.
- If a change in account and/or object code, cost share, use tax needs to be made after the specified deadline, the Department Liaison is responsible for creating a journal entry to correct the necessary charges. Journal entries should be submitted directly to the USC Controller's Office.
- Attempting to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder within sixty (60) days of the posting date. Note: 60 day period for resolution of disputes.
- Notifying Purchasing Card Administrator of default account and/or object code changes for individual cards as needed. Especially important for upcoming expiring grants.
- Notifying Purchasing Card Administrator of lost or stolen cards.
- Requesting Purchasing Card Administrator to cancel a Cardholder's card e.g.(terminated employees, loss of purchasing card privileges) as approved by Department Head.
- Collecting canceled cards from Cardholders, cut in half and forwarding to Purchasing Card Administrator along with a cancellation request memo.
- Department Liaisons are responsible for making sure that they are receiving messages from WORKS.

SECTION: PURCHASING CARD
SUBJECT: PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES
PROCEDURE: ALL CAMPUSES

PURCHASING CARD ADMINSTRATOR RESPONSIBILITIES

The Purchasing Card Administrator is responsible for the over-all Purchasing Card program. Responsibilities include:

- University of South Carolina's contact with Bank of America.
- Utilizing WORKS application from Bank of America.
- Reviewing department approved applications for completeness of required information.
- Submitting completed applications to Bank of America and receiving Purchasing Cards from Bank of America.
- Training Department Liaisons before releasing Purchasing Cards.
- Training Cardholders before releasing Purchasing Card.
- Having Cardholder sign Purchasing Cardholder Agreement, signifying agreement with the terms of the Purchasing Card Program.
- Handling disputed charges/discrepancies not resolved by Cardholder or Department Liaison.
- Initiating change of Purchasing Card default account and/or object code upon request of Department Liaison.
- Securing revoked Purchasing Cards and submitting information to Bank of America.
- Processing upload of bill to accounting for charging individual departments.
- Reviewing Bank of America's invoice, preparing for payment and submitting to Accounting for EFT payment.
- Reconciling accounting statements as to payments to Bank of America and charges to individual departments.
- Reviewing usage of Purchasing Card data for appropriateness.

SECTION: PURCHASING CARD
SUBJECT: CARDHOLDER ELIGIBILITY
CARDHOLDER LIABILITY
PROCEDURE: ALL CAMPUSES

CARDHOLDER ELIGIBILITY

The criteria to obtain a Purchasing Card is as follows:

- Applicant must be an employee of the University of South Carolina.
- Applicant's request for a Purchasing Card must be approved by his/her Department Head.
- Employee must attend a training session before he/she may be issued a Purchasing Card.
- Each individual Cardholder must sign a Cardholder agreement in the presence of the Purchasing Card Administrator.

CARDHOLDER LIABILITY

The Purchasing Card is a corporate purchasing VISA charge card, which will not affect the Cardholder's personal credit. However, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as University of South Carolina Policies and Procedures relating to the expenditure of University of South Carolina funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

SECTION: PURCHASING CARD
SUBJECT: CARDHOLDER TERMINATION
PROCEDURE: ALL CAMPUSES

CARDHOLDER TERMINATION

The Purchasing Card Administrator is required to close an account if a Cardholder:

1. Moves to a new job in which a Purchasing Card is not required.
2. Terminates University of South Carolina employment.
3. Any of the following reasons which will also subject Cardholder to disciplinary action in accordance with University of South Carolina Policies and Procedures relating to disciplinary action and termination for cause:
 - o The Purchasing Card is used for personal or unauthorized purposes.
 - o The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the University of South Carolina.
 - o The Cardholder allows the card to be used by another individual.
 - o The Cardholder splits a purchase to circumvent the limitations of the South Carolina Consolidated Procurement Code.
 - o The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the South Carolina Consolidated Procurement Code.
 - o The Cardholder fails to provide Department Liaison with required receipts.
 - o The Cardholder fails to provide, when requested, information about any specific purchase.
 - o The Cardholder does not adhere to all of the Purchasing Card policies and procedures.

SECTION: PURCHASING CARD
SUBJECT: LOST, MISPLACED OR STOLEN PROCUREMENT CARDS
SPENDING CONTROLS
DECLINES
PROCEDURE: ALL CAMPUSES

LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll-free at 1-888-449-2273 (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Department Liaison and/or the Purchasing Card Administrator about the lost or stolen card at the first opportunity during normal business hours.

SPENDING CONTROLS

The Purchasing Card is to be used only for the purchase of supplies. University of South Carolina spending parameters for each Visa purchasing card issued is set at \$2,500 per transaction with a standard maximum of \$5,000 per month per card. The University of South Carolina, through the Purchasing Department, will adjust limits as determined by demonstrated need. All such requests will be reviewed and approved by the Director of Purchasing. Requests for increased monthly limits should have a minimum of six months Visa history and no exceptions for the entire unit. Written justification from department head/dean/chair to include time/date parameters must be submitted in writing to the Director of Purchasing for approval.

DECLINES

Should the Purchasing Card be declined by a vendor, the Cardholder should immediately contact the Purchasing Card Administrator for assistance. If purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Card Administrator during normal business hours.

SECTION: PURCHASING CARD
SUBJECT: EMERGENCY TRANSACTIONS
CREDIT/REBATES
UNRESOLVED DISPUTES AND BILLING ERRORS
PROCEDURE: ALL CAMPUSES

EMERGENCY TRANSACTIONS

Emergency transactions over \$2,500 may not be handled with the Purchasing Card due to State procurement regulations. For any transaction that does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Office for assistance.

CREDIT/REBATES

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

Rebates for University purchased supplies are the property of the University and must be deposited back to the appropriate University account.

UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Department Liaison should:

- Contact Bank of America by phone at 1-888-449-2273 directly.
- Mail or fax to Bank of America at 1-888-678-6046 a signed Dispute Form to document the reason for the dispute, if form is requested.
- Contact the Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.

Note: The total amount billed by Bank of America will be charged to the individual department accounts and credits for disputed transactions will be posted to department accounts when the credit appears on the Bank of America billing. Cardholder has sixty (60) days from the posting date to report to Bank of America.

SECTION: PURCHASING CARD
SUBJECT: SECURITY AND STORAGE

PROCEDURE: ALL CAMPUSES

SECURITY AND STORAGE

- **Purchasing Cards** - Cardholders should always treat the Purchasing Card with at least the same level of care as one does with their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The Purchasing Card **cannot** be used by another person for any reason.
- **Program Documentation** - The Department Liaison assigned to each department container will maintain the Cardholder's vendor receipts/packing slips/charge slips. All other documentation concerning the Purchasing Card program will be maintained by the Purchasing Card Administrator located in the Purchasing Department. This documentation includes, but is not limited to, applications, Cardholder agreements, agency billing statements, reconciliation of accounting statements, WORKS programs and documentation, and copies of transmittals and correspondence with Bank of America.

SECTION: PURCHASING CARD
SUBJECT: PURCHASING CARD SET UP, MAINTENANCE AND CLOSURE
PROCEDURE: ALL CAMPUSES

PURCHASING CARD SET UP, MAINTENANCE AND CLOSURE

All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) is handled by the Purchasing Card Administrator who is located in the Purchasing Department (777-4115).

- Card Set Up
 - University of South Carolina employee completes a Purchasing Card application and submits to his/her Department Head for completion and approval.
 - Department Head completes the application by indicating the account and object code to be assigned to the card.
 - Department Head signature approval delegates transaction authority to the Cardholder.
 - Approved application is to be sent to the Purchasing Card Administrator.
 - Purchasing Card Administrator reviews application for completeness and submits application to Bank of America for processing.
 - Upon receipt of the Purchasing Card from Bank of America, the Purchasing Card Administrator will conduct a training session with the Cardholder prior to issuing the card.
 - Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.
- Card Maintenance
 - Purchasing Card Administrator will use all available tools of Bank of America's software for the maintenance of cards.
- Closure
 - Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to Bank of America at 1-888-449-2273. Cardholder must also notify the Purchasing Card Administrator who will follow up with Bank of America if replacement procurement card is not received.

SECTION: PURCHASING CARD
SUBJECT: PURCHASING CARD SET UP, MAINTENANCE AND CLOSURE CON'T
RECONCILIATION, APPROVAL AND ALLOCATION OF BILLING
PROCEDURE: ALL CAMPUSES

PURCHASING CARD SET UP, MAINTENANCE AND CLOSURE – CONTINUED

- Terminated Employees - Department Liaison is to secure Purchasing Cards from terminated employees. The Department Liaison will immediately notify the Purchasing Card Administrator by phone of the termination. A request for closing the Cardholder account will be submitted to Bank of America by the Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the Purchasing Card Administrator for disposal.
- Other Card Revokes/Closures - Purchasing Card Administrator will notify Bank of America immediately of all revokes and closures.
- Purchasing Cards will be reviewed in January of each year. Any card with no activity for the previous 12 month period will be cancelled and the liaison will be notified that this action has occurred.

RECONCILIATION, APPROVAL AND ALLOCATION OF BILLING

Receipt and Payment of Bank of America Billing

- Bank of America will electronically bill the University of South Carolina within seven (7) days after the close of the billing cycle on the 27th of each month.
- Purchasing Card Administrator will review bill for any obvious errors in charges. If none noted, payment in full will be made to Bank of America.
- Purchasing Card Administrator will prepare payment voucher against prepay object code and submit to Accounting for an EFT to be issued to Bank of America. Voucher will be prepared within 5 days after receipt of the Bank of America bill and processed so that payment will reach Bank of America no later than 25 calendar days after the close of the billing cycle of the previous month.
- EFT will be transmitted in accordance with Bank of America's instructions.

Allocation of Purchasing Card Charges to Departments

A default account and object code will be assigned to each Purchasing Card issued. Bank of America will submit monthly an electronic billing statement to the University of South Carolina and all Purchasing Card transactions will be charged to the default account number unless adjustments are made as follows:

- Department Liaisons will change account and/or object codes as necessary.
- Department Liaisons will add analytical information for cost sharing, if necessary.

SECTION: PURCHASING CARD
SUBJECT: RECONCILIATION, APPROVAL AND ALLOCATION OF BILLING - CON'T
PROCEDURE: ALL CAMPUSES

RECONCILIATION, APPROVAL AND ALLOCATION OF BILLING – CONTINUED

- Department Liaisons will identify transactions requiring payment of use tax.
- Department Liaisons will be notified via e-mail each time a transaction is posted from the Bank and allows for immediate reconciliation in lieu of waiting for the statement at the end of the month to reconcile the charge.
- Department Liaisons will assemble and retain Cardholders statements, charge slips and receipts for audit by internal and external auditors. Receipts for purchases made from Federal funds must be maintained for 7 years and all other receipts for 3 years.
- Purchasing Card Administrator will process upload of the department charges to Accounting for proper charging of individual departments.
- The total amount billed by Bank of America will be charged to the individual department accounts and credits for disputed transactions will be posted to department accounts when credit appears on the Bank of America billing.
- Purchasing Card Administrator will reconcile the detailed electronic billing statement to amount paid Bank of America.

SECTION: PURCHASING CARD
SUBJECT: PURCHASING CARDHOLDER AUDIT
PROCEDURE: ALL CAMPUSES

AUDIT

The University of South Carolina's internal control policies and procedures are as follows:

Cardholder will:

- Submit vendor receipt, invoice, packing slip and any other additional supporting documentation to Department Liaison. Cardholder should also supply copies of orders placed by telephone, fax or internet to Department Liaison.
- Provide missing receipt affidavit to liaison for those receipts unable to obtain and or receive duplicate copies. Must also be signed by the immediate supervisor. Repeated use of this method will subject Cardholder to loss of privileges.
- Indicate alternate cost center, object code, and/or cost share account code for purchases to be charged if different than the default assigned to the Purchasing Card.
- If the Cardholder is also the liaison, it is a requirement that an approver must be designated to also approve the transactions of the liaison in the WORKS application. This is in addition to the supervisor and/or Department Head approving the paper electronic statement. The approver may be any employee. Not necessarily your immediate supervisor.
- Sign the Purchasing Card statement.

Department Liaison will:

- Match Cardholder receipts to electronic billing.
- Enter alternate cost center, object code, and/or cost share account code when applicable.
- Enter analytical for cost sharing to grants when applicable.
- Identify transactions requiring the payment of use tax.
- Retain all receipts and vouchers for audit by internal and external auditors. Receipts for purchases paid from Federal funds are to be maintained for 7 years. All other receipts to be maintained for three years.
- Sign the Purchasing Card statement.

SECTION: PURCHASING CARD
SUBJECT: AUDIT
PROCEDURE: ALL CAMPUSES

AUDIT - CONTINUED

Purchasing Card Administrator will:

- Process upload of department charges to accounting for charging individual departments. Upload to individual account codes is to be for the total amount of the electronic billing.
- Reconcile USC monthly accounting statement for payments to Bank of America and charges to individual departments.
- Make periodic audits of procurement card use and charges for appropriateness through the use of Bank of America's WORKS on-line reporting system. Areas to be monitored include, but not limited to, compliance with SC Consolidated Procurement Code, compliance with Purchasing Card regulations, compliance with University of South Carolina regulations, and sales and use tax charges. Nonuse of card by Cardholders will also be monitored.

SECTION: PURCHASING CARD
SUBJECT: General Procedures for P-Card Renewal Testing
PROCEDURE: ALL CAMPUSES

- A. Bank of America issues cards with an initial 3 year expiration date. Subsequently, renewal P-Cards expire every 2 years. All cardholders are trained prior to receiving a procurement card. Upon expiration of the cards, all cardholders will be required to complete an on-line refresher examination before the new card can be activated by the University's Purchasing Card Administrator (P-Card Administrator).
 - B. Renewal cards are automatically mailed to cardholders. In order to remain active, refresher training is required.
 - C. The test will be administered through the Blackboard software program maintained by University Technology Services.
- I. Procedure
- A. The P-Card Administrator will receive a card status report using the WORKS program.
 - B. The P-Card Administrator will verify the e-mail address and network userid.
 - C. A group distribution notification will be sent to all liaisons with cards expiring within the next 30 calendar days, notifying the affected cardholders of their impending expiration date.
 - D. Cardholders will receive a notice instructing them to complete an on-line test using the Blackboard system prior the expiration date.
 - E. Cardholders must take the test. If a cardholder does not take the test, the new card will not be activated and will be subject to cancellation.
 - F. If a cardholder fails the test, the cardholder will be required to attend refresher training with the P-Card Administrator and to retake the test.

SECTION: PURCHASING CARD
 SUBJECT: MERCHANT CATEGORY CODE (MCC) BLOCKING
 PROCEDURE: ALL CAMPUSES

MERCHANT CATEGORY CODE (MCC) BLOCKING

The University of South Carolina has adopted the State of South Carolina's Blocked Merchant Category Code List with some allowable adjustments. Transactions will be blocked at the point-of-sale level at the types of vendors on the Blocked Merchant Category Code List attached to these procedures.

BLOCKED MERCHANT CATEGORY CODES LISTING







3000 - 3299	Airlines
3351 - 3440	Automobile Rentals
3501 - 3722	Hotels and Motels
4011	Railroads
4111	Local/Suburban Commuter Passenger Transportation, Including Ferries
4112	Passenger Railways
4121	Taxicabs/Limousines
4411	Steamship/Cruise Lines
4511	Airlines, Air Carriers (Not Elsewhere Classified)
4582	Airports, Flying Fields, Airport Terminals
4722	Travel Agencies
4723	TUI Travel
4761	Transportation/Travel-Related Arrangement Services-Mail or Telephone Order (Excluding Travel Agencies)
4784	Toll and Bridge Fees
4789	Transportation Services (Not Elsewhere Classified)
4821	Telegraph Services
4829	Wire Transfer - Money Orders
4900	Utilities - Electric, Gas, Water, Sanitary
5172	Petroleum & Petroleum Products

5271	Mobile Home Dealers
5309	Duty Free Stores
5541	Service Stations (with or without ancillary services)
5542	Automated Fuel Dispensers
5598	Snowmobile Dealers
5681	Furriers & Fur Shops
5812	Eating Places, Restaurants
5813	Drinking Places (Alcoholic Beverages) Bars, Taverns, Cocktail Lounges, Nightclubs, Discotheques
5921	Package Stores - Beer, Wine & Liquor
5933	Pawn Shops
5960	Direct Marketing Insurance Svcs.
5962	Direct Marketing Travel-Related Arrangement Services
5963	Direct Selling Establishments/Door-to-Door Sales
5966	Outbound Telemarketing Merchant
5993	Cigar Stores & Stands
5997	Electric Razor Stores - Sales & Service
6010	Financial Institutions - Manual Cash Disbursements
6011	Financial Institutions - Automated Cash Disbursements
6012	Financial Institutions - Merchandise & Svcs.
6051	Non-Financial Institutions -- Foreign Currency, Money Orders (not wire transfer), and Travelers Cheques
6211	Security Brokers/Dealers
6300	Insurance Sales & Underwriting
6381	Insurance Premiums
6399	Insurance (Not Elsewhere Classified)
6611	Overpayments
6760	Savings Bonds
7011	Lodging _ Hotels, Motels, Resorts, Central Reservation Svcs., (Not Elsewhere Classified)
7012	Timeshares
7230	Barber & Beauty Shops
7273	Dating & Escort Svcs.

7276	Tax Preparation Service
7277	Counseling Svc - Debt, Marriage, Personal
7278	Buying-Shopping Svcs., Clubs
7280	Hospital Patient Personal Funds Withdrawal Accounts
7295	Baby-sitting Services
7297	Massage Parlors
7298	Health & Beauty Spas
7321	Consumer Credit Reporting Agencies
7349	Cleaning & Maintenance
7361	Employment Agencies, Temporary Help Services
7392	Management, Consulting and Public Relations Services
7393	Detective Agencies, Protective Services, and Security Services, Including Armored Cars and Guard Dogs
7512	Car Rental Agencies (Not Elsewhere Classified)
7519	Motor Home & Recreational Vehicle Rentals
7524	Express Payment Service Merchants - Parking Lots
7542	Car Washes
7833	Express Payment Service Merchants - Motion Picture Theaters
7929	Bands, Orchestras, Entertainers
7995	Betting (Including Lottery Tickets, Casino Gaming Chips, Off-track Betting & Wagers)
7997	Membership Clubs (Sports, Recreation, Athletic), Country Clubs, Private Golf Courses
8011	Doctors
8021	Dentists, Orthodontists
8031	Osteopaths
8041	Chiropractors
8042	Optometrists, Ophthalmologists
8043	Opticians
8044	Optical Goods & Eyeglasses
8049	Chiropodists, Podiatrists
8050	Nursing & Personal Care Facilities
8062	Hospitals
8111	Legal Services, Attorneys

8211	Elementary and Secondary Schools
8241	Correspondence Schools
8244	Business & Secretarial Schools
8249	Vocational & Trade Schools
8299	Schools & Educational Services (Not Elsewhere Classified)
8351	Child Care Services
8398	Charitable & Social Service Organizations
8641	Civic, Social, and Fraternal Associations
8651	Political Organizations
8661	Religious Organizations
8675	Automobile Associations
8931	Accounting, Auditing, and Bookkeeping Services
9211	Court Costs, Including Alimony and Child Support)
9222	Fines
9223	Bail and Bond Payment
9311	Tax Payments
9411	Government Loan Payments
9700	Automated Rental Service
9751	UK Supermarkets - Electronic Hot File (For Regional Use Only)
9752	UK Petrol Stations - Electronic Hot File (For Regional Use Only)

APPENDIX

- I. [Purchasing Card Dispute Form](#) 
- II. [Purchasing Department Liaison Request Form](#) 
- III. [Purchasing Cardholder Request Form](#) 
- IV. [Purchasing Card Missing Receipt Affidavit](#) 
- V. [Purchasing Card Compliance Verification Reporting Procedures Acknowledgement](#) 
- VI. [Purchasing Card Cancellation Form](#) 
- VII. [State Government Spending Transparency](#)
- VIII. Liaison Training Session Only
 - [Video Tutorial Works Welcome Email](#)
 - [Video Tutorial Works Reconciling Statements](#)
 - [Video Tutorial Works Viewing Online Statements](#)
 - [Works Website](#)
- IX. [Purchasing Card Internal Control Map](#) 